

Position Title: Maintenance Supervisor
Department: Maintenance
Immediate Supervisor: Facilities Manager

Nature and Scope

The Maintenance Supervisor is responsible for organizing and overseeing the day-to-day operation and in-house projects of the Maintenance department. The forward-thinking Maintenance Supervisor will implement new innovative ways of improving campus maintenance, function and aesthetics with keen attention to detail, quality of workmanship and materials utilized to meet or exceed the high expectations of the School. The Maintenance Supervisor will provide budget information for campus maintenance, projects and capital planning to Brentwood College School. In coordination with the Facilities Manager, the incumbent will provide vision, instruction and leadership to the Maintenance team, ensuring School expectations are met on time, safely and efficiently.

Responsibilities

- Delegate, prioritize and assign work orders to the maintenance team and ensure work orders are completed in a timely manner;
- Respond to changing business needs including emergency situations and unforeseen events. Plan according to deadlines, adjust as required;
- Maintain performance and quality in both maintenance and building projects Campus wide;
- Promote professional relationships with proactive communication to staff, suppliers, contractors and consultants;
- Ensure staffing levels are met for daily operation and adjust work schedules as needed;
- Provide clear day-to-day guidance and coaching feedback to facilitate employee growth, professional development, and adherence to standards;
- Assist with the interviewing and the selection process when hiring new staff;
- Provide onboarding and training for new staff;
- Ensure maintenance projects are effectively coordinated with other departments to facilitate operational needs, school programming and student requirements;
- Provide staff awareness to building waste and recycling processes with focus on hazardous material disposal;
- Promote safe work practices and training to ensure that Maintenance staff follow safety regulations in the use of equipment, tools and supplies at all times;
- Develop procedures to maintain and monitor tools and equipment, and make recommendations on new equipment, or repairs as needed;
- Prepare Capital and Operational project budgets and ensure competitive pricing with contractors and suppliers;
- Coordination of tools, materials and supplies related to maintenance and building projects to ensure department is as efficient as possible;
- Regular campus inspections with focus on building and structure deficiencies, aesthetics and safety. Implement the repairs, replacements and servicing of buildings, structures and equipment from inspection reports;
- Ensure quality workmanship and appropriate materials are utilized for maintenance, repairs and projects to enhance the Campus;
- Oversee and expand Campus as built and preventative maintenance programs, ensure projects and file updating are completed in a timely manner;
- Perform maintenance and construction work using tools and equipment as required and according to operational needs.

Education and Experience

- Grade 12 Education; University/College degree in a related discipline an asset;
- At least one building trade certificate is required;
- Current BC Driver's license;
- First aid (Level 1) and WHMIS certification;
- 3 years of previous supervisory experience required.

Knowledge and Skills

- Works collaboratively in a team environment;
- Professional mannerism, strong interpersonal and team building skills;
- Ability to provide a high level of service in a positive and productive manner;
- Strong understanding of carpentry, electrical, plumbing and HVAC systems;
- Knowledge of safety protocols and procedures related to building maintenance and construction;
- Proficient computer skills in MS Office applications and Google Drive;
- Innovative and solution-based thinking and research abilities;
- Has exceptional time management and organizational skills with the ability to prioritize needs;
- Strong desire to continue to learn and attend professional development opportunities;
- Ability to lead by example and provide clear direction and feedback to staff;
- Excellent attention to detail;
- Ability to identify problems and assist with providing solutions.

Working Conditions

- This is a full-time position in a fast-paced boarding school community environment that operates 7 days per week and may require evening and weekend availability and on occasion additional hours dependent on operational needs;
- Good physical conditioning, agility and strength is required to perform all requirements of the positions daily, including lifting up to 50 pounds, bending, twisting, reaching, grasping etc.;
- High level of mental effort in reading and organizing, as well as handling repetitive tasks amid distractions and interruptions. Variety and pace of tasks requires mental effort to remain engaged, positive and supportive;
- Regular day shifts, weekends or a varied schedule may be required, must be available to respond to emergency calls outside of regular business hours;
- Required to work outdoors in varying weather conditions;
- Must be legally entitled to work in Canada;
- Successful clearance of a Criminal Record Check is a condition of employment, and the position is subject to a probationary period.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, **no later than at 5pm on Tuesday March 12th, 2019.**

Fax (250) 743-8446 | hr@brentwood.bc.ca

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While we thank all applicants for their interest in this opportunity, we will only be in direct contact with those who are selected for an interview